

EXEMPLARY RFP APPLICATION SECTION EXAMPLE

Budget

Revenue Items	Period I	Period II	Period III	Budget Narrative
NNLM	\$11,036	\$20,126	\$7,921	NNLM grant revenue will support activities relating to this project (wages + fringe-800 hrs of Jane Doe's time (416 hrs @ \$28.12/hr, 384 hrs @ \$30.93 plus 27% fringe=\$29,940) , travel to 3 outreach site 6 visits @254 miles/visit@ .54/mile (\$822) , Equipment-laptop & projector (\$2,468) , Contracted Services – web developer (\$1,800) , Other costs-Documents Delivery -EFTS (\$500) , Indirect Expense @ 10% (\$3,553)
Totals	\$11,036	\$20,126	\$7,921	Direct= \$35,530 ; Indirect= \$3,553 = \$39,083 Total
Expense Items	Period I	Period II	Period III	Budget Narrative
Personnel Outreach Librarian	\$5,849	\$12,282	\$5,444	.2 FTE (416 hours @\$28.12/hour, 384 hours @ \$30.93 [800 hours) = \$23,575 Period I-208 hours @ \$28.12/hr; Period II-416 hours (208@\$28.12/hr, 208@\$30.93/hr), PeriodIII-176 hrs @\$30.93/hr
Fringe Benefits	\$1,579	\$3,316	\$1,470	Littleton Regional Healthcare fringe rate=27% = \$6,365
Consultant Costs		\$1,800		Web site planning, designing, testing, and launching 30 hrs @ \$60/hr = \$1,800
Equipment	\$2,468			We request the following equipment to support this project (for training):LCD Projector-InFocus IN126a DLP -3D (\$548) Lenovo ThinkPad Yoga 260 20FD-12.5" with 3 year onsite warranty (\$1920)
Travel	\$137	\$548	\$137	Mileage calculated at current Federal rate of .54/mile Total roundtrip mileage to 3 outreach locations=254 miles. Period I=1 visit; Period II=4 visits; Period III=1 visit (6 total visits) 6 visits @ 254 miles/visit @.54/mile= \$822
Other expenses		\$350	\$150	document delivery from NLM or other Resource Library- for EFTS – total of 50 articles @ \$10/each = \$500

Direct Costs	\$10,033	\$18,296	\$7,201	Total of \$35,530
Indirect Costs	\$1,003	\$1,830	\$720	Calculated @ 10% of Direct Expenses Direct= \$35,530; Indirect= \$3,550
Totals	\$11,036	\$20,126	\$7,921	Sums of Direct & Indirect Costs = \$39,083